

Comparisons of Job Characteristics

Focus Occupation: Instructional Coordinators (25-9031)

Associated Occupation: Training and Development Managers (11-3042)

- Compare Knowledge
- Compare Skills
- Compare Abilities
- Compare Detailed Work Activities
- Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 92

Focus Occupation: Instructional Coordinators (25-9031)

Associated Occupation: Training and Development Managers (11-3042)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Education and Training	9.2	22.1	24.6	> Current knowledge level is likely sufficient
English Language	11.2	19.4	20.8	0 Current knowledge level may be sufficient
Customer and Personal Service	11.3	16.6	14.4	< Expanded education and/or training may be required
Personnel and Human Resources	5.6	16.6	14.2	< Expanded education and/or training may be required
Administration and Management	8.4	16.0	13.4	< Expanded education and/or training may be required
Psychology	6.4	12.3	14.3	> Current knowledge level is likely sufficient
Sociology and Anthropology	4.1	11.4	12.1	0 Current knowledge level may be sufficient
Communications and Media	5.3	11.2	11.3	0 Current knowledge level may be sufficient
Sales and Marketing	5.2	10.4	5.8	<< Extensive education and/or training may be required
Philosophy and Theology	3.2	6.7	9.6	>> Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 89

Focus Occupation: Instructional Coordinators (25-9031)

Associated Occupation: Training and Development Managers (11-3042)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Learning Strategies	7.2	18.5	15.2	< A higher skill level may be required
Speaking	10.8	16.9	15.1	< A higher skill level may be required
Instructing	7.8	15.5	13.2	< A higher skill level may be required

Coordination	9.1	13.9	12.9	0	Current skill level may be sufficient
Active Learning	8.7	13.6	13.6	0	Current skill level may be sufficient
Management of Personnel Resources	6.9	13.6	11.1	<	A higher skill level may be required
Monitoring	9.9	13.6	13.9	0	Current skill level may be sufficient
Management of Financial Resources	3.3	12.8	4.4	<<	Extensive development of skills in this area may be required
Time Management	8.9	12.6	12.8	0	Current skill level may be sufficient
Persuasion	7.4	12.2	10.7	<	A higher skill level may be required
Systems Evaluation	6.4	11.3	10.3	0	Current skill level may be sufficient
Management of Material Resources	3.7	7.7	6.2	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities	Similarity of Focus Occupation to Associated Occupation: 97							
Focus Occupation: Instructional Coordinators (25-9031) Associated Occupation: Training and Development Managers (11-3042)								
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation				
Oral Expression	12.4	17.2	15.7	0 Current ability level may be sufficient				
Speech Clarity	10.2	17.0	12.9	<< Extensive improvement in abilities may be required				
Written Expression	9.8	14.8	15.4	0 Current ability level may be sufficient				
Written Comprehension	11.0	14.2	17.0	> Current ability level is likely sufficient				
Deductive Reasoning	10.6	14.1	12.9	0 Current ability level may be sufficient				
Speech Recognition	9.9	14.1	11.9	< Some improvement in abilities may be required				
Originality	7.6	12.6	12.0	0 Current ability level may be sufficient				
Fluency of Ideas	7.6	12.5	11.1	< Some improvement in abilities may be required				
Memorization	5.6	8.9	8.9	0 Current ability level may be sufficient				

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common	Similarity of Focus Occupation to Associated Occupation: 82
Focus Occupation: Instructional Coordinators (25-9031) Associated Occupation: Training and Development Managers (11-3042)	
Work Activities	Exclusivity of Activity
Conduct training for personnel	30
Develop course or training objectives	42
Develop policies, procedures, methods, or standards	21

Develop training programs	85
Explain government laws or regulations	68
Plan meetings or conferences	77
Train instructors in training techniques	95

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 87

Focus Occupation: Instructional Coordinators (25-9031)
Associated Occupation: Training and Development Managers (11-3042)

Tools and Technologies	Exclusivity
Audio and visual equipment	4
Business function specific software	1
Computers	1
Content authoring and editing software	1
Content management software	6
Development software	4
Educational or reference software	12
Information exchange software	1
Network applications software	1
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.